



Job Description :

Date

Position Driver/Storeperosn

Reports to Despatch Manager / Operations Manager

Mission

Delivering Inspiration, innovation, creating culinary magic

Company Values

- Customer First
- Got Your Back
- Love your work

Overview

The key responsibility of the role is to accurately make deliveries to Bidfresh customers in a polite, friendly and professional manner, while also working efficiently and in compliance with company procedure.

Functional Relationships

- Despatch team
- Sales and Key Account Manager
- Warehouse Manager

Key Responsibilities

Your primary objectives will be:

Deliveries/Store work

- Maintain delivery schedules within agreed time frames.
- All goods are delivered accurately and any additional requirements indicated on the Invoice or by despatch are followed
- Ensure all stock is stored and handled with care and in accordance with Food Safety protocols to avoid any damages.
- Lifting and manual handling of products is conducted ensuring safe practices are evidenced

- Temperature levels in the truck are monitored and maintained to prescribed levels and recorded on the 3T's record sheets
- Take responsibility for your truck and notify Bidfood of any service or other maintenance required.
- Store duties as requested by a manager

Documentation

- Record any correspondence or maintenance on load sheets and 3T's
- Record all returns on the product return sheet / extras sheet
- Complete a Request for Credit (RFC) form for all returns as per company policy
- Collect and account for cash on COD deliveries following Bidfood's cash handling policy
- Ensure a fully completed Driver's run sheet (with POD's attached) is handed in at the end of each day's deliveries.

Customer Service

- Engage with Bidfood customers in a professional, courteous and respectful manner
- Maintain a high standard of dress and grooming to present a professional image to customers
- Be a role model for Bidfood values, culture and expected behaviours at all times.

General

- Notify Bidfood of any accidents or damage to the vehicle immediately and complete the appropriate paperwork within 24 hours.
- Ensure the truck is kept clean, tidy and sanitised at the end of each shift.
- Maintain a current driver's licence applicable for the class of vehicle you drive.
- Log in and use the E Road to monitor and track all deliveries
- Demonstrate high levels of driver competence and professionalism
- Ensure that high levels of hygiene practice are evidenced for self and product

Team Participation

- Actively engage and support a team culture of collaboration
- Support and participate in team building and development opportunities
- Provide back up support for team members when required

Time Management

- Ensure you are at work on time and ready to start your shift.
- All attendance is recorded in the time and attendance scanner at the start and finish of your shift.
- Ensure the Despatch co-ordinator and or your Manager are notified of any absence due to sickness and or any other reason prior to the agreed commencement time.
- Monitor your fatigue levels.

Health & Safety

Under current New Zealand Health and Safety legislation -Health and Safety at Work Act 2015, (HSWA 2015), you are obliged to;

- Take reasonable care of your own health and safety, including reasonable care that others are not harmed by something you do or don't do.
- Follow reasonable health and safety instructions given by anyone at Bidfood, as far as they are reasonably able to.
- Cooperate with any reasonable Bidfood business policy or procedure relating to the workplace's health and safety.

Other Health and Safety requirements, including work Injury reporting;

- Ensure all accidents, injuries near misses or hazards that occur at work or that affect your work are reported as soon as possible to your Supervisor/Manager or branch H/S Co-ordinator.
- Ensure that equipment and machinery safety checks are performed before use.

Food Safety

- Bidfood has a HACCP based Food Control Plan (FCP), developed to meet the legal requirements of the Food Act 2014 and other Food Safety requirements
- You are responsible for following Bidfood's Food Safety requirements under the FCP. Please see the Compliance Manager for a copy of the FCP.
- You must immediately report any irregularities or non-conformances using the standard operating procedure (SOP) defined in the Food Control Plan (FCP)

Key Performance Indicators

Your individual performance will be measured against the following criteria

Deliveries

- Ensure the temperature control schedule is completed daily – 100%
- Ensure deliveries are completed within the given time frames – 100%
- Ensure that all PODs are ticked off, signed and checked -100%
- Ensure that all crate returns are recorded and checked -100%

Due to the variable hours and nature of this role, you may be required to undertake work within other areas of the business to make up your agreed hours of work. The organisation recognises that over time employees will, through the natural process of gaining confidence in their ability and understanding of systems; operate quicker and more efficiently at the job they hold. This will free up time that could be used to develop and enhance the skills, knowledge and abilities of the employee. As a consequence of this, and because the organisation is interested in developing each employee to their full potential, each employee, will from time to time, be asked to take on extra duties that are designed to extend their skills, knowledge and abilities. These extra duties will be discussed between the employee and his/her immediate manager, and the decision to allocate them will be taken jointly.

I accept this position and its accountabilities and I agree to use the systems, to meet the standards and to produce the stated outcome.

Signature: _____

Date signed: _____